



Alan C. Lloyd, Ph.D.
Secretary for
Environmental
Protection

California Integrated Waste Management Board

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Arnold Schwarzenegger
Governor

September 2005

Subject: Fiscal Year 2004/2005 Form 303 Reporting

California Code of Regulations Title 14 section 18751.2 mandates that each jurisdiction annually submit information on the House Hold Hazardous Waste (HHW) Element of their overall Waste Management Plan. The information must be submitted even though some jurisdictions do not operate their own HHW programs. Enclosed is the California Integrated Waste Management Board's (CIWMB's) Form 303 that is mandated by regulation.

Since we do not have your program listed as the lead agency of an HHW collection program, the NonLeadForm303.doc needs to be completed to satisfy the regulatory requirement and to update our records. **If we are mistaken, please contact Mary Misemer and she will correct your status information in the database and send you the appropriate forms.**

Please complete the attached form and SAVE the document as a Word file on your computer with your jurisdiction name (i.e. NonLeadForm303Sacramento.doc). Then, submit the form either by email or mail a printed copy to Department of Toxic Substances Control (DTSC) at the addresses below by **November 1, 2005**. This extended due date applies only to this year.

Email Address: Form303@dtsc.ca.gov

Postal Mail Address:

Department of Toxic Substance Control (DTSC)
HHW Unit-Form 303
P.O. Box 806
Sacramento, CA 95812-0806

Please keep a copy of the completed form for your records.

If your jurisdiction had costs associated with HHW, even though no formal HHW collection event was sponsored, please complete the CWIMB HHW Survey so that we can compile program cost information.

California Environmental Protection Agency

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Every Californian can help to reduce energy and fuel consumption. For a list of simple ways you can reduce demand and cut your energy and fuel costs, Flex Your Power and visit www.fypower.com.

If you have any questions regarding the Form, survey or form revision, please contact Mary Misemer of the DTSC at mmisemer@dtsc.ca.gov or at (916) 323-9618.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristin Yee". The signature is fluid and cursive, with the first name "Kristin" written in a larger, more prominent script than the last name "Yee".

Kristin Yee
Supervisor, Used Oil Recycling Analysis Section
Used Oil & Household Hazardous Waste Branch
Special Waste Division

Attachments: Non Lead Form 303
HHW Program Survey